## A Step by Step Guide to Job Review and Classification

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INTRODUCTION

This guide has been developed to assist managers when they need to review the classification of a set of duties.

In providing health services to the Tasmanian community, the Department of Health and Human Services recognises that the workplace is an ever changing environment and accordingly new roles are needed to meet service priorities and existing roles need to be readily subject to change.

This guide should be used in conjunction with the Right Job, Right Person! Recruitment and Selection Framework, in particular Stage 1 – Define.

Key Stakeholders

- Group delegate
- Recruitment Services
- Director Human Resources

WHAT IS JOB REVIEW AND CLASSIFICATION?

Job review and classification is the process the agency utilises to determine the appropriate classification level of a role. It allows us to establish internal relativities between specific roles and to set the classification level of a particular set of duties.

It is important to note that job review and classification is the assessment of the role, not the incumbent. Job review and classification should not be used as a means of granting a salary increase to staff members on the grounds of personal merit or performance and the volume of work does not determine the classification level of a role.

Roles are reviewed and classified by Human Resources, once a new or amended statement of duties has been prepared and approved by the appropriate delegate. See A Step by Step Guide to Writing a Statement of Duties and the statement of duties template.

Recruitment Services undertakes all classification assessments within the agency and maintains an unbiased and fair approach to job classification within the agency. Recruitment Services will assess each role against the classification standards contained within each award. The classification standards give a written description of the accountabilities, level of responsibility, and task complexity expected at each level. When determining the appropriateness of a classification, a comparison with similar roles in the agency or the Tasmanian State Service is undertaken ensuring that there is parity between roles. Written recommendations are made, and approved by the appropriate delegate (Director Human Resources).
Roles need to be reviewed and classified either because they are new or the duties or accountabilities of existing roles have substantially changed.

Recruitment Services will review and evaluate the classification of roles for the following reasons:

- the creation of a new role;
- a request for reclassification has been received from the appropriate delegate;
- major changes have been made to an existing statement of duties;
- the advertising of a vacant job; and
- an organisational restructure which has resulted in changes to duties.

Section 34 (1)(d) contained within the State Service Act 2000 sets out the requirements for Heads of Agency to assign classifications to duties to be performed in that agency and to vary such classifications in accordance with award requirements or in accordance with classification standards and procedures determined by the Commissioner. The Head of Agency has delegated this responsibility to the Director Human Resources (Group 1A delegate).

Section 34 (1)(c) contained within the State Service Act 2000 allows for the Heads of Agency to allocate duties to positions and to vary such duties. The Head of Agency has delegated this responsibility to relevant managers as determined by the agency delegations (Group 4 delegates).

1. The manager/supervisor will prepare or revise a statement of duties, using the Right Job, Right Person! Recruitment and Selection Framework, in particular Stage 1 - Define.

   The manager/supervisor must ensure that the scope of the work satisfies the organisational needs of the work unit and review its impact on other roles within the work unit.

2. At the completion of this process the manager/supervisor will forward to the group delegate the current approved and draft statements of duty,
together with a revised organisational chart, relevant background and supporting information for the proposed change.

3. Where the role to be classified is a new job and requires creation on the agency establishment, or where an existing job has had a significant or major change to their duties, the manager should follow A Step by Step Guide to Varying Your Establishment. Where an existing role is being amended and the changes are not significant, the manager should follow A Step by Step Guide to the Approval Process for Amending Existing Statements of Duties.

4. The group delegate will review all documentation provided by the manager, ensuring that the statement of duties and the accountabilities are aligned to the group/business unit objectives and management requirements.

5. If appropriate, the group delegate will approve the statement of duties and forward all submitted documentation to Human Resources. This will also include the Proposal to Vary Establishment form, and the group delegate’s nominee who will be authorised to receive and respond to job review and classification requests from Recruitment Services.

6. Documents are to be lodged electronically at odunitptve@dhhs.tas.gov.au

7. Recruitment Services will assess the statement of duties against the classification standards set out in the appropriate award or agreement. When appropriate, as part of this process the assessment will include a comparison with other jobs deemed to be performing a similar role or of a similar scope of responsibility.

8. Recruitment Services will liaise with the group delegate’s nominee during the assessment phase. This may include a request for additional information/clarification or the undertaking of a workplace assessment.

9. Recruitment Services will forward a written classification recommendation to the Director Human Resources outlining how the classification was determined. The Director Human Resources will review the information and make a determination on the classification level to be assigned to the job. The Director Human Resources is the sole delegate within the agency that determines job classifications.

10. Recruitment Services will advise the group delegate in writing of the outcome in relation to the classification assessment. This will include the Director Human Resource’s determination and a copy of the classification assessment. It is the responsibility of the group delegate to ensure that the relevant manager and if applicable staff member is informed of the outcome. Recruitment Services will either create or update the job on the agency establishment.
11. Where an existing job is reclassified, it is declared vacant and the occupant is placed in a holding position while filling action is undertaken. The relevant manager/supervisor will determine staffing arrangements in relation to the revised or new role until a permanent appointment can be made, and this may include such things as payment of a higher duties allowance. See A Step by Step Guide to Employment Options.

6 RESPONSIBILITIES

Group Delegates
Group delegates/managers are responsible for ensuring that the statement of duties and accountabilities are aligned to the group/business unit objectives and management requirements.

Managers are also responsible for the accurate completion of the Proposal to Vary Establishment form and for providing relevant supporting documentation such as statements of duties where relevant.

Recruitment Services HR
Recruitment Services, Human Resources is responsible for undertaking classification assessment in line with legislative requirements and for ensuring fairness and relativities are maintained within the agency. Recruitment Services is responsible for ensuring that all establishment variations actioned are within legislative requirements.

Recruitment Services will also be responsible for informing the relevant manager/director/deputy secretary/delegate when the request has been completed and actioned on the agency establishment.

Director Human Resources
The Director Human Resources has the delegation for assigning and varying classifications in accordance with section 34 (1) (d) of the State Service Act 2000.

7 EXPLANATION OF TERMS

Job Design
Job design is the process of identifying and developing specific roles in the business unit, taking into consideration work priorities and the best way in which work tasks can be organised.

Reclassification
Reclassification of a job can only occur where there has been a definite change in the work value of the job. Recruitment Services can provide advice where a manager is considering reclassifying a job.
Once the reclassification of the job has been approved, filling action needs to be taken. This would normally involve the advertising of the job and a merit based selection process, unless approval has been given by the delegate for a direct selection to occur.

**Significant Change**

Significant change results when a job’s role and responsibilities have been added to or reduced, or if the focus of the role has changed. This may relate to a change in overall complexity, in knowledge and skills required of the role, and/or specific accountabilities since the previous classification assessment.

Generally, these changes would be considered long-term. Increased volumes of work resulting in the duties and responsibilities of a job remaining largely the same are not considered as a significant change from a classification perspective. Increased volume of work should be addressed by the relevant supervisor or manager as a resourcing issue.

**Salary Retrospectivity**

Salary retrospectivity would not normally be considered as a result of a job being assessed at a higher level. Through their respective group delegates, managers are encouraged to review and submit a revised statement of duties for assessment at the time of any significant change to a job. The date approved by the agency delegate (Director Human Resources) for any job that has been subject to a classification assessment would be the effective date.

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**8 RELEVANT DOCUMENTATION**

- Proposal to Vary Establishment Form
- Right Job, Right Person! Recruitment and Selection Framework
- A Step by Step Guide to Writing a Statement of Duties
- Classification Standards
- DHHS Delegations
- Awards
- State Service Act 2000
- A Step by Step Guide to Employment Options
- A Step by Step Guide to Varying Your Establishment
- A Step by Step Guide to the Approval Process for Amending Existing Statements of Duties